

SCHOOL AGE Career Ladder Application

APPLICANT: Complete Section 1 (Candidate Information) and Section 2 (Program Information).

(For Office Use Only) Banner ID #

1. CANDIDATE (PAYEE) INFORMATION (Please Print) :

Full Name (first, middle, and last) _____

Home Address Street Number _____

City _____ County _____ Zip Code _____

Home Phone Number: _____ Date of Birth ____/____/____

Provider's Social Security Number: _____ - _____ - _____ (Bonus monies must be reported as income to the IRS.)

2. PROGRAM INFORMATION:

Out-of-school-time program you are currently employed in (Refer to professional development booklet for eligibility information.):

Program Name _____

Program Address Street Number _____

City _____ County _____ Zip Code _____

Program Owner/Supervisor _____ Program Phone # _____

What hours does the program you work in serve school age children?

During the school year: from _____ to _____. During the summer months: from _____ to _____.

POSITION YOU CURRENTLY HOLD: (check one)

- | | |
|--|---|
| <input type="checkbox"/> Licensed or Residentially Certified Family Provider | <input type="checkbox"/> License Exempt Center School Age Caregiver |
| <input type="checkbox"/> # of <i>unrelated</i> children ages K-grade 6 you care for: _____ | <input type="checkbox"/> License Exempt Center Director (Center <i>must</i> serve school age children.) |
| <input type="checkbox"/> Licensed Center School Age Caregiver | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Licensed Center Director (Center <i>must</i> serve school age children) | |

How many hours per week do you work with school age children (kindergarten through 12 years) in this position? _____

How long have you held this position in this program? _____ years and / or _____ months

Please note: In order to be eligible for a School Age Career Ladder award you must be currently employed (*at the time you receive your certification and bonus*) in an eligible school age child care program working at least 10 hours per week with children ages kindergarten through grade 6, and you must have been employed in that capacity for at least the past 6 months in the same program. Refer to the professional development booklet for information on eligible programs.

Please submit completed application *and accompanying documentation of training* to:

Mark inside which level(s) you are applying for.

Allow approximately 8 weeks for the processing of your application.

CCPDI

9690 South 300 West

Sandy, UT 84070

3. DO NOT COMPLETE THIS SECTION. For CCPDI office use only.

Certificate / Invoice # _____ Description: CL Amount \$ _____ Index # 21066 Account # 73565

Submitted and Approved by: _____ Date ____/____/____

SA LEVEL 1 - \$100

DOCUMENTATION REQUIRED:

ALL of the following:

- _____ Currently valid Red Cross (or equivalent) first aid certification
- _____ Currently valid Red Cross (or equivalent) CPR certification
- _____ Currently valid Food Handler's Permit
- _____ EC/SA Course 1: *Child Care Health & Safety* completion certificate, completed in the last 5 years, and not already used for a Career Ladder level or Endorsement
- _____ EC/SA Course 2: *Child Development: Ages & Stages* completion certificate, completed in the last 5 years, and not already used for a Career Ladder level or Endorsement
- _____ School Age Course 1: *What's Happening?* completion certificate, completed in the last 5 years, and not already used for a Career Ladder level or Endorsement

SA LEVEL 2 - \$200 Bonus

DOCUMENTATION REQUIRED:

BOTH of the following:

- _____ Copy of Level 1 SA Career Ladder certificate, **AND**
- _____ Certificates of completion for *four* of the following eight courses offered through your local CCR&R Agency, completed in the last 5 years, and not already used for a Career Ladder level or Endorsement:
 - _____ School Age Course 2: *My Castle*
 - _____ School Age Course 3: *Let's Play*
 - _____ School Age Course 4: *Let's Talk About It*
 - _____ EC/SA Course 3: *Advanced Child Development*
 - _____ EC/SA Course 4: *Looking to Learn*
 - _____ EC/SA Course 5: *Working Together*
 - _____ EC/SA Course 6: *Creating Good Child Care*
 - _____ EC/SA Course 7: *More Than Babysitting*

SA LEVEL 3 - \$300

DOCUMENTATION REQUIRED:

Option 1: BOTH of the following:

- _____ Copy of Level 2 SA Career Ladder certificate, **AND**
- _____ Certificates of completion for the remaining 4 CCR&R SA Level 2 courses completed in the last 5 years, and not already used for a Career Ladder level or Endorsement

Option 2:

- _____ Copies of official transcripts verifying the completion of 3 passing (grade C or better) semester credits (or 4.5 quarter credits), in courses specific to children ages kindergarten through grade 6, not already used for a previous Career Ladder level. Credits must be from an approved, accredited college, and must have been completed in the last 5 years (**See Professional Development Booklet for additional information.**)

SA LEVEL 4 - \$400

DOCUMENTATION REQUIRED:

Option 1: BOTH of the following:

- _____ Copy of Level 3 SA Career Ladder certificate, **AND**
- _____ Completion certificates for any 4 SA Level 1-3 or Career Ladder Endorsement courses (except for Infant/Toddler, Early Childhood, and School Readiness courses) completed in the last 5 years, and not already used for a previous Career Ladder level. Family Child Care Endorsement courses may only be used by providers currently employed in an eligible in-home child care program.

Option 2: BOTH of the following:

- _____ Copy of Level 3 SA Career Ladder certificate, **AND**
- _____ Documentation (copies of official transcripts or CEU certificates) of 3 or more *new* CEUs or 3 or more *new* passing (grade C or better) college credits in courses specific to children ages kindergarten through grade 6. Cannot include training already used for a previous School Age or Early Childhood Career Ladder level. Units or credits must have been completed in the last 5 years, and must have been completed *after* your SA Level 3 application was received and approved in CCPDI. College credits must be from an approved accredited college.

Option 3:

- _____ Copies of official transcripts verifying the completion of 6 passing (grade C or better) semester credits (or 9 quarter credits), in courses specific to children ages kindergarten through grade 6, not already used for a previous School Age or Early Childhood Career Ladder level. Credits must be from an approved, accredited college, and must have been completed in the last 5 years. (**See Professional Development Booklet for additional information.**)

SA LEVEL 5 - \$500 Bonus

DOCUMENTATION REQUIRED:

Option 1: BOTH of the following:

- _____ Copy of Level 4 SA Career Ladder certificate,
AND
- _____ Completion certificates for any 4 SA Level 1-3 or Career Ladder Endorsement courses (except for Infant/Toddler, Early Childhood, and School Readiness courses) completed in the last 5 years, and not already used for a previous Career Ladder level. Family Child Care Endorsement courses may only be used by providers currently employed in an eligible in-home child care program.

Option 2: BOTH of the following:

- _____ Copy of Level 4 SA Career Ladder certificate,
AND
- _____ Documentation (copies of official transcripts or CEU certificates) of 3 or more *new* CEUs or 3 or more *new* passing (grade C or better) college credits in courses specific to children ages kindergarten through grade 6. Cannot include training already used for a previous School Age or Early Childhood Career Ladder level. Units or credits must have been completed in the last 5 years, and must have been completed *after* your SA Level 4 application was received and approved in CCPDI. College credits must be from an approved accredited college.

Option 3:

- _____ Copies of official transcripts verifying the completion of 9 passing (grade C or better) semester credits (or 13.5 quarter credits), in courses specific to children ages kindergarten through grade 6, not already used for a previous School Age or Early Childhood Career Ladder level. Credits must be from an approved, accredited college, and must have been completed in the last 5 years. **(See Professional Development Booklet for additional information.)**

SA LEVEL 6 - \$600 Bonus

DOCUMENTATION REQUIRED:

Option 1: BOTH of the following:

- _____ Copy of Level 5 SA Career Ladder certificate,
AND
- _____ Completion certificates for any 4 SA Level 1-3 or Career Ladder Endorsement courses (except for Infant/Toddler, Early Childhood, and School Readiness courses) completed in the last 5 years, and not already used for a previous Career Ladder level. Family Child Care Endorsement courses may only be used by providers currently employed in an eligible in-home child care program.

Option 2: BOTH of the following:

- _____ Copy of Level 5 SA Career Ladder certificate,
AND
- _____ Documentation (copies of official transcripts or CEU certificates) of 3 or more *new* CEUs or 3 or more *new* passing (grade C or better) college credits in courses specific to children ages kindergarten through grade 6. Cannot include training already used for a previous School Age or Early Childhood Career Ladder level. Units or credits must have been completed in the last 5 years, and must have been completed *after* your SA Level 5 application was received and approved in CCPDI. College credits must be from an approved accredited college.

Option 3:

- _____ Copies of official transcripts verifying the completion of 12 passing (grade C or better) semester credits (or 18 quarter credits), in courses specific to children ages kindergarten through grade 6, not already used for a previous School Age or Early Childhood Career Ladder level. Credits must be from an approved, accredited college, and must have been completed in the last 5 years. **(See Professional Development Booklet for additional information.)**

SA LEVEL 7 - \$700 Bonus

DOCUMENTATION REQUIRED:

Option 1: BOTH of the following:

- _____ Copy of Level 6 SA Career Ladder certificate,
AND
- _____ Completion certificates for any 4 SA Level 1-3 or Career Ladder Endorsement courses (except for Infant/Toddler, Early Childhood, and School Readiness courses) completed in the last 5 years, and not already used for a previous Career Ladder level. Family Child Care Endorsement courses may only be used by providers currently employed in an eligible in-home child care program.

Option 2: BOTH of the following:

- _____ Copy of Level 6 SA Career Ladder certificate,
AND
- _____ Documentation (copies of official transcripts or CEU certificates) of 3 or more *new* CEUs or 3 or more *new* passing (grade C or better) college credits in courses specific to children ages kindergarten through grade 6. Cannot include training already used for a previous School Age or Early Childhood Career Ladder level. Units or credits must have been completed in the last 5 years, and must have been completed *after* your SA Level 6 application was received and approved in CCPDI. College credits must be from an approved accredited college.

Option 3:

- _____ Copies of official transcripts verifying the completion of 15 passing (grade C or better) semester credits (or 22.5 quarter credits), in courses specific to children ages kindergarten through grade 6, not already used for a previous School Age or Early Childhood Career Ladder level. Credits must be from an approved, accredited college, and must have been completed in the last 5 years. (**See Professional Development Booklet for additional information.**)

SA LEVEL 8 - \$800 Bonus

DOCUMENTATION REQUIRED:

Option 1: BOTH of the following:

- _____ Copy of 1 year college certificate in elementary education, received in the last 5 years from an approved accredited college, **AND**
- _____ Copy of official college transcripts verifying completion of at least 15 passing(grade C or better) semester credits (or 22.5 quarter credits) in courses specific to children ages kindergarten through grade 6. Courses must be from an approved accredited college, and must have been completed in the last 5 years.

Option 2: BOTH of the following:

- _____ Copy of 1 year college certificate *and* official transcripts in elementary education which *does not* meet the early childhood 15 semester credit hour requirement for this level, or a certificate and/or credits *not received in the last 5 years*, **AND**
- _____ Copy of an SA Career Ladder level 7 certification received in the last 5 years

SA LEVEL 9 - \$900 Bonus

DOCUMENTATION REQUIRED:

Option 1: BOTH of the following:

- _____ Copy of diploma verifying an associate's degree, received in the last 5 years from an approved accredited college,
AND
- _____ Copy of official college transcripts verifying completion of at least 15 passing(grade C or better) semester credits (or 22.5 quarter credits) in courses specific to children ages kindergarten through grade 6. Courses must be from an approved accredited college, and must have been completed in the last 5 years.

Option 2: BOTH of the following:

- _____ Copy of diploma *and* official transcripts verifying an associate's degree which *does not* meet the early childhood 15 semester credit hour requirement for this level, or a diploma and/or credits *not received in the last 5 years*, **AND**
- _____ Copy of an SA Career Ladder level 7 certification received in the last 5 years

SA LEVEL 10 - \$1000 Bonus

Option 1: BOTH of the following:

- _____ Copy of diploma verifying bachelor's or graduate degree, received in the last 5 years from an approved accredited college,
AND
- _____ Copy of official college transcripts verifying completion of at least 15 passing(grade C or better) semester credits (or 22.5 quarter credits) in courses specific to children ages kindergarten through grade 6. Courses must be from an approved accredited college, and must have been completed in the last 5 years.

Option 2: BOTH of the following:

- _____ Copy of diploma *and* official transcripts verifying a bachelor's or graduate degree which *does not* meet the early childhood 15 semester credit hour requirement for this level, or a diploma and/or credits *not received in the last 5 years*, **AND**
- _____ Copy of an SA Career Ladder level 7 certification received in the last 5 years

Questions?

If you have questions about the Career Ladder Program or your Career Ladder application, contact the Child Care Professional Development Institute (CCPDI) at (801) 957-4469, or toll free at 1-888-963-8558.

For a schedule of current training classes, call your local Child Care Resource & Referral (CCR&R) Agency listed in your Professional Development Programs booklet, or visit the Office of Child Care website at: jobs.utah.gov/occ.